

# QSS Customer Education



## Welcome to the Absence Tracking Seminar

The **Absence Tracking** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Absence Tracking software.

### ***When is it?***

Wednesday, **January 20, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

### ***Who might be interested?***

Employee Absence Tracking staff; Personnel/Payroll staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

### ***Why attend?***

The **Absence Tracking** seminar covers:

- Maintaining Leave Group Definitions and other Absence Tracking master files
- Using Absence Tracking to assign employees to leave groups and set beginning leave balances
- Recording and importing employee leave transactions
- Processing Leave Accruals
- Reset and Balance Forward processing
- Using HR Report/Job Selector to request Absence Tracking reports
- Using Personnel Downloader to download employee leave transactions
- Exploring Options from the Absence Tracking Job Menu
- Interfacing options with Employee Self Service (ESS)
- Exploring the features of Absence Tracking for the web (ESS/ABW) if time permits

### ***What does it cost to attend?***

**\$25** for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

### ***How do I register?***

- Complete the registration form included with this flyer and return it to **QSS no later than Wednesday, January 6, 2016.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar.

### ***Where's the seminar?***

Tuolumne County Government – Board of Supervisor's Chamber, 4<sup>th</sup> Floor  
2 South Green Street  
Sonora, CA 95370  
Contact: **Christy Uhl -- (209) 536-2013**